

POLICE/SHERIFF'S DEPARTMENT		GENERAL ORDERS	
SUBJECT: Patrol		NUMBER: 2-12	
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NOTE

This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

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I. POLICY

Patrol is the primary activity of law enforcement that includes much more than driving through neighborhoods looking for evidence of lawbreaking. The department expects officers to conduct patrol vigorously to enforce traffic and criminal laws, answer complaints, conduct investigations, promote community-relations activities, transport prisoners, and prevent crime.

II. PURPOSE

To define and outline procedures for handling commonly encountered patrol situations.

III. DEFINITIONS

Patrol can be defined in terms of its component activities:

- A. Crime prevention.
- B. Response to requested services.
- C. Investigation of crime, offenses, incidents, and conditions, including arresting offenders.
- D. Traffic direction and control.
- E. Regulation of certain businesses or activities as required by law. *[Example: Inspection of taxicab licenses. Regulations vary by jurisdiction.]*
- F. Maintenance of public order.
- G. Provisions of emergency services.
- H. Development of relationships between citizens and the department in furtherance of community-oriented policing ideals.
- I. Reporting of information to appropriate entities.

IV. PROCEDURES - General

- A. Patrol coverage
 - 1. The department provides 24-hour coverage, seven days per week, in answering calls for service, emergencies, preventive patrol, and traffic enforcement.
 - 2. *[Describe shift schedule for your department.]*
 - 3. *[Describe the frequency of beat or shift rotation.]*

B. Patrol activities

1. Responding to calls effectively and safely may, in some situations, require several officers. Circumstances requiring the response of at least two officers include:
 - a. Potential or actual assault on an officer.
 - b. Possibility of or actual on-scene arrest for a felony or violent misdemeanor.
 - c. Potential or actual resistance to arrest.
 - d. Possibility of or actual use of force.
 - e. Crime in progress.
 - f. Fleeing suspect.
2. Dispatchers shall ensure the dispatch of two officers to calls listed above. ***[Note: In larger agencies, supervisors ensure the dispatch of two officers.]*** An officer finding the circumstances listed above shall request back-up assistance. Two officers assigned to such a call shall coordinate their simultaneous arrival, when possible.
3. If the first responding officer to a priority call (under B.1 above) finds that the incident was not as reported and does not require multiple officers, he or she shall so advise dispatch so that back-up officers can be assigned other calls.

C. Incidents requiring presence of a supervisor

A supervisor shall be notified and shall assume command of the following incidents:

1. Serious injury to an officer.
2. Accident involving a department vehicle.
3. Major crimes to include murder, bank robbery, jail break, or a heinous crime or assault where death may occur.
4. Barricade/hostage situations.
5. Disasters, catastrophes, or severe weather producing emergency conditions.

6. Any complaint involving an officer.
7. Serious accident, injury, or incident involving *[your jurisdiction's]* personnel or property.
8. Any other incident where a supervisor is requested.

D. Special notifications

1. Emergency/next-of-kin messages
 - a. Subject to the availability of personnel, emergency messages of any legitimate type, as defined by the dispatch supervisor or on-duty patrol supervisor, may be delivered. Officers shall deliver any message pertaining to a death, serious injury, or serious illness in person. The following procedures shall be used whenever possible and practical for valid notifications by department employees:
 - (1) Notification shall be made as promptly as possible, and in person, not by telephone.
 - (2) The presence of a minister or relative/close friend (if known) should be obtained whenever possible before notification.
[Some agencies have a police chaplain for this purpose.]
 - (3) If notification has to be made to the next-of-kin alone, the officer shall offer assistance in contacting a relative, close friend, or member of the clergy.
 - (4) Officers delivering emergency notifications shall provide the source of the information.
 - (5) If the next-of-kin lives in another jurisdiction, then the dispatcher shall send a teletype message requesting notification.
 - b. When requested **by another agency** to make notification of next-of-kin, the dispatcher or officer shall obtain whatever pertinent information about the situation that is available in order to assist the relative receiving the message.
 - (1) Other agencies must request an emergency notification by teletype.
 - (2) If the request for notification originates from a private agency or a hospital, dispatch shall advise them to contact their local

law-enforcement agency to verify the request and send a notification request to the department via teletype.

- (3) Telephone verification of notification requests from outside agencies is not acceptable.

E. Highway maintenance/public utilities

1. Patrol officers may identify a variety of hazardous situations such as bad road/weather conditions, unsafe structures, and potentially dangerous calls for service. Officers with knowledge of hazardous situations shall promptly tell the dispatcher and the on-duty supervisor. Some hazardous situations may require immediate notification of local media outlets in order to request public service announcements. Normally, the chief of police/sheriff or his/her designee shall contact local media for this purpose.
2. At any time when one of the below hazards exists, the officer shall request the dispatcher to notify the proper agency. Hazards may be grouped into two categories.
 - a. Hazards requiring immediate notification of the proper agency:
 - (1) Essential traffic light in need of repair.
 - (2) Large holes in road.
 - (3) Electrical power lines down.
 - (4) Large debris or obstacles in the road.
 - (5) Breaks in water, gas, or other utility mains.
 - (6) Snow/ice on road.
 - (7) Fire hazards needing immediate attention.
 - (8) Any other observed problem which poses a significant hazard to the public.
 - b. Hazards requiring notification at beginning of next business day:
 - (1) Non-essential traffic lights in need of repair.
 - (2) Small (non-hazardous) holes in road.
 - (3) Street lights in need of repair.

- (4) Telephone/video cables down but not creating hazard.
- (5) Dead animals in road.
- (6) Potential fire hazards not requiring immediate attention.
- (7) Excessive growth of weeds, grass, etc.

V. PROCEDURES - Conduct while on patrol

- A. Officers shall acquaint themselves with traffic hazards, geography of their territory, and particularly the location of highways. Officers shall also ascertain the names and addresses of habitual criminals and law violators, first aid stations, hospitals, fire and rescue stations, magistrates, general district and circuit court judges, commonwealth's attorneys, medical examiners, public and private social service agencies, and any other public or private officials that prove helpful in the administration of their duties.
- B. Officers shall employ the utmost care to protect themselves when stopping violators for infractions of laws. Consideration must also be given to stopping of vehicles from a safety standpoint, during inclement weather, on hills and curves, in dense traffic, or in any instance where life and property may be endangered. See GO 2-19, Traffic Law Enforcement.
- C. When an officer observes a violation of the law, he or she shall either (1) warn, (2) arrest, or (3) issue a summons to the violator to appear before the court having jurisdiction.
 - 1. The officer shall inform the offender of the following:
 - a. The nature of the offense.
 - b. The specific charge if a charge is made.
 - c. The procedure the violator must follow in order to bring the matter to a conclusion.

[Note: Although the officer must follow the above steps, on occasion it may be reasonable for an officer to discuss with a citizen why the particular offense presents a public hazard. Some agencies may wish to include the following as "d" above:

- d. The reason why the offense was detrimental to the safety of the public, if appropriate (e.g., speeding in a school zone).]***

- D. Without exception, officers transporting non-department civilians (non-employees) shall notify the dispatcher of the transport. The report shall include the point of origin, vehicle odometer reading, and the destination. Upon arriving, the officer shall so notify the dispatcher and give the odometer reading. The communications operator shall log the information and record the time of each notification. See GO 2-8, Prisoner Transportation.
- E. To the capabilities of their training and qualifications, officers shall provide general and emergency assistance to motorists. Assistance includes providing information and directions, assisting stranded or disabled motorists, and obtaining medical and other emergency assistance. Officers shall, within reason, ensure that the requested service is provided in a timely fashion. If, after arranging for assistance, the officer is unable to remain with the motorists until help arrives, he/she shall take the necessary steps to provide safety to the motorists or arrange for transportation. If the need arises, officers may transport a motorist to a place of safety.

VI. PROCEDURES - Specific patrol situations

A. Hospital response

Officers may respond to calls for assistance from hospitals, or they may take prisoners to medical facilities for treatment, or they may interview hospitalized subjects. Officers must understand that they are not required to give up their firearms upon request by hospital personnel.

1. Mental patients

- a. In the absence of a court order for mental commission, or criminal charges of any nature, officers responding to any medical facility requesting their assistance in detaining a mental patient should not initiate such action (exception: exigent circumstances may require this action). The responsibility for detaining such a patient rests with the hospital staff and security personnel. However, the officer responding to the hospital shall provide assistance should the situation escalate to a confrontation where the safety of the staff or preservation of peace becomes a law-enforcement problem.
- b. When a court order for mental commission is present, the officers must take whatever action is necessary to enforce the court order.

2. Handcuffed prisoners

Unless necessary to remove handcuffs in order for a prisoner to receive medical treatment, the handcuffs or restraints shall remain. See GO 2-7 and GO 2-8 for further discussion of handcuffing procedures.

3. Interviews of patients/employees

- a. Officer(s) entering a hospital for the purpose of interviewing a patient in the emergency room shall notify hospital personnel on duty of their presence and the identity of the party to be interviewed.
- b. Officer(s) entering a hospital for the purpose of interviewing a patient in the patient's room or ward shall notify hospital personnel on duty at the nurses' station responsible for the care of that patient of their presence and the identity of the party to be interviewed.
- c. Officer(s) who must interview an employee of a hospital shall make every effort to conduct the interview away from the hospital unless the purpose of the interview is in conjunction with the person's employment.

B. Residential security checks

The department will try to honor requests from citizens to conduct security checks of their homes when the owners are on vacation. To that end, requesting citizens are asked to complete the "Request for Security Check" form found at the end of this General Order. Officers shall advise citizens that occasional security checks cannot guarantee that their property will be safe from vandalism, burglary, or other offenses. Further, officers shall advise citizens on proven crime-prevention techniques such as having a neighbor collect any mail or newspapers. If a neighbor has keys to the house and either plans to reside in it temporarily or check it often, then the request form must include the name, address, and telephone number of the neighbor.

C. Shoplifting arrests

1. *Virginia Code* §§ 18.2-105.1, 19.2-81, and 19.2-74 concern detention of shoplifters, arrests without warrants, and issuance of summonses in lieu of warrants. Officers shall consult these statutes for guidance.
2. Procedure for processing adult shoplifters detained by store security personnel who are not special police officers:
 - a. An officer shall be dispatched to the shoplifting scene. Detained shoplifters may be violent so responding officers shall exercise caution.
 - b. The officer shall discuss the offense with the merchant, agent, or security guard to determine if an offense has actually occurred and if the merchant has established probable cause for the apprehension. Before these determinations, the officer does **not** have the right to conduct a search incident to an arrest or a search for evidence of the

offense but may upon **reasonable** fear for his or her safety conduct a patdown search of the subject's outer clothing for weapons. Any object thought to be a weapon and later found to be other evidence is admissible as to the offense. (See GO 2-1, Limits of Authority.)

- c. The merchant, agent, or security guard must have direct, first-hand knowledge of the offense either by having observed it or by some other means.
 - (1) Felony: If the offense is a felony, handle as a physical arrest according to the provisions of GO 2-4, Arrests.
 - (2) Misdemeanor: If the offense is a misdemeanor, the officer may issue a summons unless the shoplifter:
 - (a) Refuses to give written promise to appear.
 - (b) Appears likely to disregard the summons.

3. Handling juveniles

The officer shall verify the age of the offender. If the offender contends that he or she is a juvenile, and verification cannot be made immediately, he must be treated as such until a determination to the contrary is made. Ascertaining an offender's age and identification shall be through whatever means are available to the officer at the time, but caution shall be taken to assure that a juvenile is not processed as an adult offender. (See GO 2-29, Juvenile Procedures.)

- a. If the offense is a **felony**:
 - (1) Obtain all available information on the offender, and provide that information to the complainant. Assist the complainant in preparing a juvenile petition.
 - (2) Transport the juvenile to the department office. *[Note: Transporting the juvenile to the law-enforcement agency is not a universal practice.]* Consult GO 2-29.IV.L concerning the processing of juveniles for fingerprints and photographs. Contact a parent to pick up the child. Advise the parent that a petition is being sought.
- b. **Misdemeanor**

- (1) Every effort shall be made from the store to contact a parent or legal guardian. Request the parent to respond to the store for release of the juvenile.
- (2) If a parent responds, or if the officer is assured of proper identification, the officer may release the juvenile at the scene after advising the parent or juvenile that a juvenile petition shall be sought. Factors to be considered in this action are the same as those for the release of an adult on a misdemeanor summons. Circumstances may dictate oral counseling or detention of the juvenile.

4. Evidence: special considerations

Code § 19.2-270.1 allows for the introduction of a photograph of shoplifted property as competent evidence. The decision to use a photograph shall be made only after careful deliberation, not merely at the request of the merchant. Officers shall consider:

- a. Is the item perishable?
- b. Would impounding the item represent an undue hardship to the merchant?
- c. Does the size or nature of the item make impounding impractical?

[Note: In many localities, both law-enforcement agencies and the courts prefer photographs of shoplifting evidence to avoid having to store property, document a chain-of-custody for held evidence, and to shorten investigative time. Further, the evidence can be left with the merchant for future presentation in court. The role of an officer in shoplifting cases can vary from locality to locality: even if an officer transports a suspect, the merchant may appear before the magistrate as the complaining party.]

D. Arrests by special police

[Note: The duties and responsibilities of special police may vary from jurisdiction to jurisdiction, depending on how the local courts define the status of special police.]

Certified special police officers who work as store security may issue misdemeanor summonses for offenses in which apprehension is made within the scope of their employment. The special police must also complete an incident report (including the retail cost of the item stolen). ***[Note: In some localities, special police complete a report and give it to a law-enforcement officer, although this is not a universal practice. § 15.2-1745 allows special police to make an arrest, transport the***

arrestee to a magistrate, and present the case in court, and does not compel a special police officer to make a report and present it to a responding officer.]

They must present the incident report and any property, if necessary, to law-enforcement officers. In the event of a physical arrest, a department officer shall take charge and complete the paperwork.

1. Special police officers and their powers are discussed under § 15.2-1744 and -1745. Note that a merchant can detain a suspect only for up to one hour.
2. When a sworn special police officer has decided not to release a suspected misdemeanor on a summons, his or her decision shall not be overruled by the officer without adequate justification.

E. Funeral escorts

1. All funeral procession escorts must be approved by the chief of police/sheriff or his/her designee. All such requests must be made at least 24 hours before the escort.
 - a. Funeral homes are responsible for coordinating with other agencies if the procession passes into another jurisdiction.
 - b. Funeral homes must inform all procession participants of any requirements and provide all equipment necessary.
 - c. The funeral home requesting the escort shall provide an estimate of the number of vehicles as well as the locations of the origin and conclusion of the funeral procession.
2. Officer's responsibility
 - a. Officers shall have the authority to refuse to start any escort which presents a hazard to the safety of either the officer or the public or for an emergency or other pressing enforcement necessity. If an officer refuses to start a funeral escort for any reason, he or she shall contact the on-duty supervisor.
 - (1) If an escort is refused, the on-duty supervisor shall contact a representative of the funeral home to explain the reasons for the refusal.
 - b. Officers shall choose the route to be taken based upon resources available, weather, time of day, traffic flow, road hazards, and any permits issued.

- c. The procession shall not exceed the speed limit and it shall not enter an intersection on a red light. Once the procession has entered an intersection on a green light, however, it may continue although the light has turned red but only at the direction of the officer controlling the intersection.
- d. In the event the procession is larger than anticipated, the officer in charge of the procession shall consider the following options:
 - (1) Complete the escort as requested.
 - (2) Wait until additional assistance can arrive.
 - (3) Escort a manageable number of vehicles to include the family vehicle and funeral coach.
- e. The requesting party may choose to proceed without benefit of an escort.
 - (1) Officers shall inform the funeral director that they cannot wait beyond 30 minutes for the escort to begin. If officers must abandon the escort because of a delay beyond thirty minutes, then they must notify the on-duty supervisor before leaving.
- f. All processions which proceed on an interstate highway shall be advised that interstate traffic normally will not be stopped for the procession.

3. Vehicle requirements

- a. Department vehicles
 - (1) A department vehicle escorting a funeral procession shall have emergency lights in operation at all times. Only marked department vehicles may be used.
 - (2) The siren shall be used as appropriate to warn other drivers that the procession is proceeding through the area.
- b. Other

All vehicles participating in a funeral procession shall have their headlights illuminated.

F. Residential and vehicle lock-outs

The department shall assist citizens who are locked out of their residence or vehicles only in an emergency.

1. Persons requesting assistance in gaining access to a vehicle or residence from which they are locked out shall be referred to private businesses which conduct this service unless one of the following circumstances exists:
 - a. Medical emergency.
 - b. Child or disabled citizen locked in the home.
 - c. Child, disabled citizen or animal locked in the vehicle.
 - d. A law-enforcement matter as authorized by a supervisor.
 - e. When the welfare of a person could otherwise be in jeopardy.
2. If no emergency (as described above) exists, officers and dispatchers shall tell citizens the following:
 - a. The department has neither the expertise nor the special equipment necessary to enter the locked vehicle or residence.
 - b. Call a locksmith or service station for assistance.
3. When called to a lock-out, the officer shall:
 - a. Determine if an emergency exists.
 - b. Obtain proper identification from the requesting party and make a reasonable inquiry to determine that the requesting party has a right to gain entry (except in life-threatening situations or emergencies where immediate action is necessary).
 - c. Advise the requesting party that the jurisdiction is not responsible for any damage incurred by the assisting officer.
 - d. Call for assistance, when necessary, from the fire department or other appropriate agency.
 - e. Avoid forcible entry if possible.

[Note: Many agencies require a citizen to sign a waiver-of-liability form when opening a locked vehicle unless the situation is a life-threatening emergency.]

G. Special populations

1. Mentally ill/abnormal behavior

[Note: Procedures regarding the handling of persons displaying abnormal behavior should be formulated in cooperation with the local Community Services Board (CSB,) also known as Chapter 10 Boards. Agencies should have specific procedures based on the agreements generated through this body, and refer to them in this policy where appropriate. Procedures should list all applicable laws. Agencies should include in their policy references cautioning officers about making hasty determinations of a person's mental condition, and should remind officers that several physical conditions (e.g. epilepsy, diabetes, and dementia) may be exhibited by abnormal behavior. A new model order on handling mentally-ill persons will be developed during 1999-2000.]

2. Public intoxication

a. Officers who come into contact with persons displaying drug or alcohol intoxication may perform the following;

- (1) Arrest the suspect, after conducting field sobriety tests and a pat-down for weapons, for public intoxication per § 18.2-388.
- (2) Follow agency procedures established through agreement with the Community Services Board for committal to a court-approved detoxification center. *[Not every community has a detoxification center. The following section on public inebriates presumes the existence of a detoxification center.]*

b. Procedures

- (1) Before arresting a person for public intoxication under § 18.2-388 the officer, in his or her discretion, **may** inform the offender that he or she may voluntarily choose to be transported to the detoxification center in lieu of arrest. If the offender refuses, then the officer shall arrest. If the offender wishes the detoxification option, he or she is eligible for admittance unless he or she meets any of the following conditions:
 - (a) Intoxicated as a result of drugs.
 - (b) Exhibits violent or suicidal behavior.
 - (c) Needs immediate medical attention.

- (d) Appears to suffer from a major disease such as diabetes or pancreatitis.
- (e) Unconscious or unable to walk.
- (f) Currently detained on any other criminal charges.
- (g) Has been refused admission by a detox official because of past assaults or aggressive behavior while admitted to the detox facility.

H. Loud-party calls

1. If available, two officers shall respond to a loud-party call. Officers shall try to record names and addresses of complaining witnesses as this may be important in justifying enforcement later.
2. Officers shall advise the resident or person in control over the premises of ***[list local ordinance or applicable noise law, if applicable]*** and shall advise the violator that any subsequent call will result in issuance of a summons and closure of the party. Officers may photograph or videotape the scene to show cars blocking entrances, hydrants, or other examples of illegal parking, litter, or people drinking outside of the residence where the party is taking place.
 - a. Identifying the law violator may not be easy. Officers shall try to gain entry by obtaining the permission of the owner or manager, resident, or, if the party is attended mainly by juveniles, a responsible adult. If no one can be found to give permission for entry, consider whether exigent circumstances exist for a warrantless entry. (See GO 2-1 for a discussion of exigent circumstances.) If an exigency or emergency does not exist, then a search warrant may be appropriate (see 3.a below).
3. Under most circumstances, upon a second call, officers shall end the party and may issue an appropriate summons. Before ending the party, the officer shall notify the on-duty supervisor of the decision and request additional officers, if necessary.
 - a. Based on the totality of evidence, officers may decide that a search warrant is required to gain entry into the premises. Officers shall summon a supervisor if a search warrant seems required under the circumstances. (See GO 2-2 for a discussion of search warrant requirements.)

4. If people at the party do not comply with the officer's order to leave, then the officers at the scene shall use appropriate legal means of ending the party, particularly through the issuance of summonses (sample offenses: public intoxication, disorderly conduct, violation of noise ordinance, failure to obey a lawful order).
 - a. Before allowing any partygoers to leave the scene, administer field sobriety tests or breath tests to any drivers. ***[Note: Contact your commonwealth's attorney for guidance on this step, particularly in determining whether or not reasonable suspicion is required before administering field sobriety tests. Administering these tests can also be very labor-intensive for the law-enforcement agency.]***
5. If officers arrive and find or suspect that the party involves underage drinking, they shall take reasonable steps to identify and control juveniles whom they have observed consuming alcohol and shall further ensure that juveniles are safe and secure after closing the party and before leaving the scene. The provisions listed above for calling a supervisor, determining exigent circumstances, or obtaining a search warrant all apply.
6. If officers develop probable cause that underage drinking is occurring at the party and have entered the premises pursuant to a search warrant, consent or permission, or exigent circumstances, officers shall:
 - a. Search the premises and locate all persons who are present.
 - b. Seize any contraband in plain view (pursuant to GO 2-1).
 - c. Provide medical attention as needed and have incapacitated juveniles transported to a hospital and contact Child Protective Services.
 - d. Continue photographing or videotaping the party.
 - e. Have dispatch begin contacting responsible parents or guardians to call the juvenile intake officer concerning any juveniles who have been issued summonses and referred to the court. ***[Note: It may be more appropriate for the officer at the scene to notify the parents unless the juveniles have been taken to the department office.]***

VII. PROCEDURES - Preliminary death investigations

A. Preliminary death investigations general

1. After arriving at the scene and until convinced to the contrary, all officers shall consider every unattended death call as a possible homicide.

2. Officers shall, as circumstances permit, check the victim's vital signs (breathing, pulse, muscle reflexes). Further, officers shall ensure the safety of any other persons in the vicinity, as necessary, to prevent injury or death. Unless the person is obviously dead, officers shall summon EMT personnel to establish the fact of death. In the death report, officers shall note the name of the EMT and his or her identification number, and arrival time.

B. Procedures:

1. Responsibilities of first officer on scene.

Before moving the corpse:

- a. Preserve the scene and possible evidence.
- b. Request a supervisor. Have dispatch contact the medical examiner, if appropriate.
- c. Take photographs of the body and the immediate area. Carefully note the body's position and the presence of any objects near the body, particularly toys if the corpse is a child.
- d. Identify and interview witnesses.

2. If death appears to be the result of natural causes, contact the victim's physician and family (if possible) to determine medical history.

- a. The death may be treated as natural without notification of the medical examiner if the victim's physician agrees to sign the death certificate, or the attending physician in a hospital or nursing home, or a registered nurse in a hospice, agrees to do so (§§ 54.1-2972, 32.1-263, -283, and -285.1 apply).
- b. All deaths must be pronounced by a physician or a qualified EMT, which may happen at the scene, at a hospital, or any other place designated by the medical examiner in medical examiner cases. The officer shall include in his or her report the time of pronouncement, the name of the physician, and where the body is to be taken.

3. Medical examiner's case

[Note: Contact the medical examiner in your locality for specific procedures, and to review the applicability of the following procedures to your circumstances.]

If the circumstances of death fall into any of the following categories, or if there is any doubt as to the death's inclusion in one of these classifications, it shall automatically be considered a medical examiner's case (per § 32.1-283).

Classifications

- a. By violence; that is, accident, trauma, fire, injury, poisoning, suicide, or homicide.
- b. Suddenly, when in apparent good health.
- c. When unattended by a physician.
- d. When in jail or in custody.
- e. By unusual, suspicious, or unnatural means.
- f. Sudden death of an infant under eighteen months of age whose death is suspected to be attributable to Sudden Infant Death Syndrome (see § 32.1-283.1).

4. Non-medical examiner's case

For the purposes of this procedures, a non-medical examiner's case shall be defined as:

- a. A death resulting directly from a disease or illness which has been diagnosed and is actively being treated or attended to by a private physician.
- b. The death is not within the classification of a medical examiner's case, as defined above.

[Note: Include a provision on what agency or business transports the body, and to what location.]

5. When the medical examiner is not immediately available.

- a. If authority for removal of the body cannot be ascertained from the medical examiner within a reasonable period of time, the on-duty supervisor, acting as an agent for the medical examiner, may have the body transported to the nearest hospital for pronouncement and custody. ***[Some jurisdictions may contract with a body removal service instead.]***

- b. The assistance of the fire department may be requested in emergency situations requiring the immediate removal of a body.

6. Under no circumstances shall officers transport dead bodies.

C. Childhood death procedures

[Note: Consult with your local medical examiner about the applicability of the following procedures, and decide what constitutes a child for the purpose of this order.]

- 1. In the event that the death victim is a child, officers shall obtain and document the following information (not necessarily available at the scene) in addition to the measures outlined above:
 - a. List the other people who reside at the victim's residence (noting their age, sex, relationship, and state of health).
 - b. Conduct records checks on other family members.
 - c. Contact the Department of Social Services and obtain any records on the child or his or her family.
 - d. For an infant, ascertain what prenatal care the mother received, the name/address of the delivering physician, and the name/address of the current physician.
 - e. Ascertain if the child had been taking medication and whether he or she had shown any symptoms before death.
 - f. Ascertain whether any other household members were recently ill or injured.
 - g. Ascertain the child's diet and what and when the child last ate.
 - h. Ascertain who last saw the child well, and whether death was observed.
 - i. Document any suspicious fumes or odors in the house.
 - j. If the child sleeps with another person, obtain as much background information about that person as possible.

D. Death notification

Note that timeliness takes precedence over protocol when giving a death notification. The officer shall notify, or cause to be notified, the next-of-kin as soon as possible. The notification should be done in person. See section IV.D above.

VIII. PROCEDURES - Bike Patrol Program

A. General

The department employs patrol by foot, car, and bicycle. The Bike Patrol Program exists to provide patrol to areas that are impractical to patrol by other means. Bike patrol officers shall appear for duty properly attired and equipped with their bicycles. Bike patrol officers shall observe several procedures, as follows, in addition to any other administrative guidance on performing patrol functions. All Bike Patrol Program officers must receive appropriate training and demonstrate proficiency through certification.

B. Bike patrol guidelines

1. No more than two officers per shift, depending on staffing, shall perform bike patrol duties. *[Note: Each locality with a bicycle patrol has different staffing policies. Not every agency will be able to field two bicycle officers per shift.]*
2. Bike patrol officers shall respond to all assigned calls and shall perform all of the duties that any patrol officer performs. *[Note: Bicycle patrol officers do not necessarily perform the same duties from locality to locality.]*
3. In making an arrest, bike patrol officers are responsible for completing all necessary paperwork but shall request a patrol car for prisoner transportation.
4. In performing his or her duties, the bike patrol officer shall remain ever mindful of safety and shall at all times wear authorized safety equipment. Bike officers, when on public roadways, shall observe traffic laws and take care to signal their movements.
5. Officers shall perform minor maintenance on their assigned bicycles. Officers shall perform a daily bicycle safety and equipment check before the assigned shift and shall perform appropriate warm-up exercises as recommended in training classes.
6. Officers on bike patrol shall not pursue motor vehicles.
7. Officers on bike patrol shall give radio checks every 30 minutes, giving the officer's status and location.

8. Before assuming shift duty, bike patrol officers shall consult with the on-duty supervisor to determine the location and scope of their patrol duties. Bike patrol zones will normally consist of large shopping centers, housing projects and apartment buildings with much foot traffic or loitering problems, parks, jogging trails, and campuses.

IX. PROCEDURES - Mobile video- /audiotaping policy

A. General guidelines

The mobile video- /audiotaping equipment (MVE) found in patrol vehicles is intended to supplement reports and investigations and ultimately aid in prosecuting traffic and related offenses, to improve officer performance through training, and promote officer safety. Aims of MVE include:

1. Documentation of events, actions, or statements made during arrests and critical incidents to enhance report preparation and investigation.
2. Assisting the agency in reviewing field practices, especially legal requirements for probable cause, arrest, and searches and seizures.

B. Operational guidelines

1. Officers assigned vehicles with MVE shall be responsible for operating it according to the manufacturer's recommendations. No officer shall use MVE without having first completed the requisite training.
2. Before assuming duty, officers shall test MVE to ensure that all equipment is working. Problems or discrepancies shall be reported immediately to the supervisor.
3. MVE automatically activates whenever the vehicle's emergency warning devices are in use. Officers may manually activate MVE. Officers may turn off MVE when performing non-enforcement activities (such as protecting accident scenes). Officers shall document why they turned off the MVE.
4. Officers shall activate their MVE to record interviews with suspects, field sobriety tests, or in any other instance the officer deems useful for later judicial proceedings. Such instances may include crime and accident scenes, or the confiscation of evidence.
 - a. When MVE is activated, officers shall articulate reasonable suspicion or probable cause: this articulation shall continue through the entire taped interaction. On traffic stops, the officer shall articulate the type of vehicle, location of stop, license number, number and description

of occupants. Note that this procedure does not relieve the officer of notifying the dispatcher of the same information.

- b. Note that the officer has no obligation to inform a suspect that he or she is being video or audio recorded.
5. Officers shall not erase or reuse or in any way alter MVE tapes. Further, officers shall take an adequate supply of videotapes for each tour of duty. Officers shall maintain an MVE log to record each tape used, with relevant case numbers for any that have investigative use.
6. Before going off duty, officers shall label each videotape. Officers shall only use tapes provided by the agency. ***[Describe a procedure for labeling and storing the tapes. Some agencies treat all video and audio tapes as evidence and therefore subject them to strict control. Note that CALEA standard 41.3.8 requires that any MVE guidelines address the security of tape storage, access controls, and storage and retention.]***
7. Tapes to be used for investigative purposes shall be treated as evidence with all appropriate safeguards.

C. Supervisory responsibilities

1. Supervisors shall ensure that officers follow established procedures for handling MVE.
2. At least monthly, supervisors shall randomly review videotapes or audio recordings to assess officer performance and to determine whether MVE equipment has been used properly.

X. **PROCEDURES - Checkpoints of high-crime areas**

A. General guidelines

The chief of police/sheriff may deem it necessary to operate a high-crime checkpoint at a given location and shall develop a written checkpoint plan, approved by the commonwealth's attorney. The checkpoint normally involves cordoning off several adjacent streets and screening all persons who try to drive in to ascertain their identity and their association with the neighborhood. Officers shall not implement a checkpoint without direct authorization from the chief of police/sheriff.

[Note: Consult your commonwealth's attorney before conducting a checkpoint in a high-crime area. Legal advice should always support a decision to cordon off streets and screen all persons who enter the designated high-crime area.]

B. Procedures

1. The chief of police/sheriff shall draft a statement of purpose for the checkpoint, supported by evidence, that a serious community crime problem exists that can be reasonably resolved by the checkpoint. The statement shall include goals and objectives for the checkpoint. The statement and an accompanying set of procedures shall be submitted to the commonwealth's attorney who must approve the statement and accompanying procedures or plan for it to be carried out.
2. Once approved, the chief/sheriff shall issue written instructions to officers who must conduct the checkpoint. The instructions shall outline any seizures of property or any other actions that officers may perform consistent strictly with the statement of purpose. Instructions may permit, for example, checking identification and determining association within the cordoned area. Instructions shall specify the dates, times, and locations of the checkpoint operation.
3. The chief/sheriff shall, through the written procedures, carefully describe the limits of discretion to be observed by checkpoint officers, emphasizing that automatic searches are not permitted and that rules of reasonable suspicion apply to any detention beyond the initial brief stop and questioning of motorists.
4. The on-duty supervisor shall ensure that checkpoint signs are conspicuously posted or that other notice is given to approaching cars.
5. The on-duty supervisor shall ensure the free flow of traffic in the checkpoint vicinity.
6. The on-duty supervisor shall not participate in performing checkpoint duties. The on-duty supervisor shall supervise the entire checkpoint evolution and ensure that the written plan is followed.
7. The on-duty supervisor shall make a written record of the checkpoint evolution, and forward it to the chief/sheriff. At a minimum, the report shall include the following:
 - a. Number of vehicles stopped.
 - b. Number of persons contacted or interviewed.
 - c. Number and types of arrests, if any.
 - d. Number and types of warnings, if any.

- e. An evaluation of the checkpoint evolution including an assessment of whether the checkpoint met the goals and objectives of the plan.
- f. Recommendations for future checkpoints.

DATE: _____

REQUEST FOR SECURITY CHECK

NAME: _____ ADDRESS: _____ PHONE#: _____

DEPARTURE DATE: _____ RETURN DATE: _____ DESTINATION: _____

RESIDENCE: _____ BUSINESS: _____ SECURITY SYSTEM: YES ___ NO ___

AUTOMATIC LIGHTS: NO ___ YES ___ IF YES, LOCATION: _____

HAVE KEYS BEEN LEFT WITH ANYONE? YES ___ NO ___ PHONE #: _____
IF YES, NAME: _____ ADDRESS: _____

WILL ANYONE BE WORKING ABOUT OR HAVE ACCESS TO PREMISES DURING YOUR ABSENCE?
YES ___ NO ___ IF YES, NAME(S): _____

IN CASE OF EMERGENCY DO YOU WISH TO BE NOTIFIED BY COLLECT CALL? YES ___ NO ___
C/O NAME: _____ ADDRESS: _____ PHONE #: _____

I REQUEST A SECURITY CHECK BE MADE OF MY PREMISES AND AGREE TO NOTIFY YOU OF MY RETURN. *Note to the resident: This security check service in no way guarantees that your property will be safe from vandalism or burglary, but merely provides the department with information of your whereabouts and the pertinent facts if a crime should occur.*

Have a safe journey and please call us upon your return.

SIGNED: _____ DATE: _____

OFFICERS SECURITY CHECK REPORT

<u>DATE</u>	<u>TIME</u>	<u>STATE IF PREMISES SECURE OR OTHER</u>	<u>OFFICER'S INITIALS</u>

OFFICERS' SECURITY CHECK REPORT

[illegible]